



CALIFORNIA UNEMPLOYMENT INSURANCE APPEALS BOARD JOB OPPORTUNITY

DATE: January 29, 2010 **Position Action #910-279M**

POSITION: **PROGRAM TECHNICIAN III**, Limited Term (24 Months), Full Time
Twelve positions are available.

SALARY: **\$2951 - \$3588**

LOCATION: **Statewide: Fresno, Inglewood, Inland, Los Angeles, Oakland, Orange County, Oxnard, Pasadena, Sacramento, San Diego, San Francisco, and San Jose**

POSITION DESCRIPTION:

Under general direction of the Legal Support Supervisor I, performs a variety of activities involving complex procedures for scheduling the hearing of cases for the Administrative Law Judges I and II. The position requires a thorough and detailed knowledge and the application of the appropriate laws, rules, and regulations pertaining to the appeals process and Employment Development Department (EDD) procedure and working knowledge of the California Code of Regulations and the California Unemployment Insurance Code; in addition to a thorough knowledge of the case assignment guidelines and/or agreements established by the Department of Personnel Administration and the California Attorneys, Administrative Law Judges and hearing Officers in State Employment (CASE). The incumbent will serve as an expert staff resource. The incumbent must be able to communicate verbally or in writing with parties regarding postponements, telephone hearings, and schedule changes.

The Program Technician III performs the calendaring function and is responsible for case assignments to Administrative Law Judges following regulatory guidelines requiring semianalytical, interpretative, evaluative, and constructive thinking. Due to regulatory requirements for advance notice on the more complex cases, i.e., tax and remands, preparation of a Declaration of Readiness, special handling is required to notify Parties, Petitioners, Employment Tax District Office, EDD Legal, and subpoenaed witness within the proper time limits. Duties include, but may not be limited to:

- Prepares and analyzes Uncalendared Case Summary Report to determine how many time-lapse cases are available. From this analysis and report, create working master of Weekly ALJ Report for availability of ALJs. Based on ALJ availability, including retired annuitants, provides statistics involving the projected workload for the upcoming weeks/months.
- Coordinates and assigns placement of available ALJs based on workload and time-lapse standards and the complexity of cases and calendaring guidelines, taking into account their schedules, days off, dec time, etc. This also requires maintenance of current ALJ rotation schedule and travel availability in order to assign and schedule "away trips."
- Assigns the time and length of hearing based on time lapse standards, number of issues, and complexity of issues; conforming to the most current ALJ caseload agreement and ALJ availability. Preset cases assigned to a particular ALJ in the case of remands or continued hearings. Generate hearing notices, daily ALJ docket and post master calendar for all scheduled cases.
- Organizes and schedules mass calendars for ALJ IIs based on calendaring guidelines. This duty requires contacting hotels and convention bureaus to arrange for off-site hearing facilities in order to schedule mass hearings due to increase in workload that requires immediate action to dispose of old cases.
- Prepare correspondence advising attorneys to contact the office regarding potential hearing dates.
- Plans, organizes and assigns the work of various independent contractors performing the interpreter duties. Negotiate their fees when the pre-existing fee schedule is insufficient to find an exotic language interpreter that will accept the assignment.

- Develops and generates a variety of technical and statistical reports needed by the PALJ and supervisors to assess the unit's success and/or needs.

WHO SHOULD APPLY:

Persons who are reachable on the current Program Technician III list or who are currently in the class of Program Technician III or other classes within transfer range. Persons who are taking the Program Technician III exam are encouraged to apply. SROA and surplus employees will be given first consideration.

SUBMIT APPLICATION (Form 678) to:

CUIAB, Administrative Services/Personnel Section

Attn: Susan Williams, Associate Personnel Analyst
2400 Venture Oaks Way Ste. 400
Sacramento, CA 95833

PLEASE NOTE:

Please write PA #910-279M and the location(s) where you wish to work on your application.

All applications must include information about the basis of eligibility for appointment, including whether eligibility is based on list, transfer, or reinstatement. **Applications that do not have the PA # and location for which you are applying will delay consideration of your application.**

CONTACT: For more information about this position contact the following:

Inglewood location: Traci Hoyd, LSS II Phone: (310) 337-4302
Inland location: Linda Brown, LSS II Phone: (909) 987-2212
Los Angeles location: Vicki Paraguya, LSS II Phone: (213) 897-5267
Orange County location: Vivian Jacinto, LSS II Phone: (714) 562-5560
Oxnard location: Stella Fajardo, LSS II Phone: (805) 485-5389
Pasadena location: Linda Warren, LSS II Phone: (626) 304-7962
San Diego location: Maria Hidalgo, LSS II Phone: (619) 521-3300
Oakland location: Joann Byrne, LSS II Phone: (510) 622-3900
San Francisco location: Susan Ambriano, LSS II Phone: (415) 357-3801
San Jose location: Susie Valenzuela, LSS II Phone: (408) 232-3036
Sacramento location: Linda Calvillo, LSS II Phone: (916) 263-6706
Fresno location: Tess Alarcon, LSS II Phone: (559) 248-2520

FINAL FILING DATE: February 4, 2010

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